

ASBESTOS TRAINING PROGRAM APPLICATION

Board for Asbestos, Lead, and Home Inspectors

A complete Virginia Asbestos Training Program application package must include the following:

1. A check or money order for the correct fee payable to the "Treasurer of Virginia" **or** a completed credit card insert;
2. A completed *three-page* application; and
3. All required documentation (based on the following list of required documentation).

Required Documentation

Please attach the following training ***program*** documentation:

- a copy of all letters, licenses, certificates, or registrations issued by all other states indicating their approval of the specified program
- a copy of the program curriculum
- a copy of all program materials including the student manual, instructor notebooks, and handouts to be used
- a detailed statement providing information about the development of the examination used in the program
- the names, education, and experience of each training manager, instructor (including principal instructor) and the subject areas that will be assigned to each instructor
- an example of a certificate that will be issued to students who successfully complete the program
- a narrative explanation that states how the program meets the requirements for approval in the following areas:
 - * length of training in hours
 - * amount and type of hands-on training
 - * examinations (length, format, and passing score)
 - * topics covered in the program
 - * assurances of test security and the method used to administer exams